



WRIGHT STATE
UNIVERSITY

Travel Expense Report

This form must be typed or printed in ball point pen.
Do not write in the shaded areas.

Office of the Controller
301 University Hall
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001

REQUIRED					OPTIONAL		
FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT	
1900100	2115230	7146800	60005				

VENDOR NUMBER

Travel No. **1018023**

Accounts Payable

Department name
338 University Hall
Room/Building
2984
Date initiated
4/09/10
Phone
Dayton, OH, San Diego, Dayton
Travel points
Travel dates (inclusive)

STAPLE
HERE

Traveler's name
Karin S DuChesne
Address
338 University Hall, 3640 Col. Glenn Hwy.
Dayton, OH 45435
City/State/Zip
National IOMA Accounts Payable Conference - San Diego CA
Purpose of trip

6/07/10	6:00AM	A.M.	6/11/10	8:25PM	A.M.	Actual	Anticipated
Actual departure (Date/Time)		P.M.	Actual return (Date/Time)		P.M.	Expenses	Expenses

1. Type of transportation
Airline \$ 345.00 Personal auto 26 x .50 1. Mileage total 13.00
(Attach stub) Airfare total No. of miles ¢ per mile

358.00 400.00
1. Transportation 1. Transportation

2. Lodging and meals. Original receipts for lodging only required. Receipts are not required for meals.

877.00 875.00
2. Lodging and meals 2. Lodging and meals

Date of charges	Travel point	Lodging	Brkfst	Lunch	Dinner	Amount
6/07/10	San Diego CA	185.00	9.00	10.00	18.00	222.00
6/08/10	San Diego CA	185.00	9.00	*	18.00	212.00
6/09/10	San Diego CA	185.00	9.00	*	*	194.00
6/10/10	San Diego CA	185.00	9.00	*	18.00	212.00
6/11/10	San Diego CA		9.00	10.00	18.00	37.00
*Meals included in Conference Registration						
2. Lodging and meals total						<u>877.00</u>

585.00 1100.00
3. Related expenses 3. Related expenses

1820.00 2375.00
Total cost Total cost

3. Travel-related expenses. Original receipts for expenses in excess of \$5 are required.

Date of charges	Travel point	Description	Amount
4/09/10	Dayton, OH	IOMA Conference Registrat	500.00
6/7/10	San Diego CA	Baggage Fee	25.00
6/11/10	San Diego CA	Baggage Fee	25.00
6/7/10	San Diego CA	Personal call home	5.00
6/7 & 6/11	San Diego	Shuttle to/from Airport	30.00
3. Travel-related expenses total			<u>585.00</u>

1620.00
4. Less prepaid expenses
200.00
To be reimbursed to traveler

Check here if Rental Car will be required. Supply Estimate of charges.

Estimated Charges for Rental Care are:

4. Prepaid expenses. Enter total of items prepaid by the university and transportation expenses if charged to the university. The signatures below certify the propriety of all expenses listed above as reasonable and necessary to the performance of official university business. In addition, all of the expenses included in the amount "to be reimbursed to traveler" were paid personally by the traveler and not by Wright State University through the use of a university procurement card, departmental purchase order, 1200 form, or any other payment mechanism.

Karin S DuChesne
Traveler's signature (Travel Authorization)

Karin S DuChesne
Traveler's signature (Expense Report)

Approval of Travel Authorization
Department head John R Maggini 04/09/10

Approval of Travel Expense Report
Department head John R Maggini 06/22/10

Countersignature

Countersignature

Budgetary approval for restricted accounts.

Budgetary approval for restricted accounts.

WRIGHT STATE UNIVERSITY

Prepays For Overnight Travel

Travel Form No. : T018023

Traveler's Name : Karin S DuChesne

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Destination : San Diego, CA

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Date of Expense	Vendor/Payee	Description/Business Purpose	Last 4 digits of Procard/DPO No./PO No.	Amount
1 4/9/2010	American Airlines	Airfare Dayton/San Diego/Day	9999	\$ 345.00
2 6/11/2010	Holiday Inn	Lodging Expenses	9999	745.00
3 4/9/2010	IOMA	Conference Registration	9999	500.00
4 6/7/2010	San Diego Airport Shuttle Service	Shuttle from Airport to Hotel	9999	15.00
5 6/11/2010	San Diego Airport Shuttle Service	Shuttle from Hotel to Airport	9999	15.00
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Total prepaids (must agree with travel expense report)				\$ 1,620.00